

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-533C

**Information Technology Specialist (DATAMGT)
N0367
GS-2210-11
\$52,963 - \$68,850 pa**

**ANNOUNCEMENT DATE: 2 December 2004
CLOSING DATE: 19 January 2005**

SELECTING OFFICIAL: Director of Information Management

**APPOINTMENT FEATURES: Competitive Service
Career/Career Conditional Status**

POSITION LOCATION: JFHQ (J-6) DOIM - Sacramento, CA

POSITION REQUIRES A MINIMUM OF ONE WEEK TRAVEL PER MONTH

RELOCATION BONUS MAY/ MAY NOT BE AUTHORIZED

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-532. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

This position is located in an information management organization. Its purpose is to serve as a technical expert for database administration in the state. Administers multiple relational database management systems (RDBMS) and software packages residing on multiple hardware and software platforms.

1. AREA OF CONSIDERATION: Statewide. Applications will be accepted from current permanent technicians with Career/Career Conditional status within the California National Guard Technician program.

2. CONDITIONS OF EMPLOYMENT: Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. DUTIES: Provides assistance, advice and guidance to organizational users, both in the administrative and technical areas, concerning the use of the multiple database management systems available for use; Responsible for the management of quality assurance and system efficiency functions of assigned RDBMS systems by enforcing the prescribed RDBMS; Provides technical advice and coordinates the monitoring and tuning requirements for RDBMS optimization of performance; Reviews system documentation, users manuals and training

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guides; Troubleshoots problems involved in the input, retrieval or modification of database information and the general operation and maintenance pertinent to any of the organizations data system elements or sub-elements; Tests new DBMS software and implements updates and changes; Ensures resolution of DBMS inconsistencies across the installation in coordination with other information technology specialists and systems administers; Develops system backup and recovery plans assigned RDBMS applications; Makes recommendations on alternatives involving major projects; Analyzes DBMS inconsistencies with other system administrators and devises recovery plans for failure resolution; Reviews and implements security provisions to ensure authorized access and integrity of the RDBMS; Using software-engineering techniques, designs new applications that enhance existing systems; Provides technical assistance to personnel involved in developing system design, programming, specifications and adapting commercially available software; Participates in the analysis of requests for new and modified applications. Determines equipment demands, number and kind of records, required files, data communication needs, procedures needed to obtain and organize information, and interfaces with other systems; Provides DBMS maintenance of a data dictionary, listing the kinds of data in databases and how to access them; Coordinates and integrates data elements for a variety of projects in a number of dissimilar areas; Performs other duties as assigned.

DESIRABLE: Certification and/or substantial experience in enterprise database management systems such as Microsoft SQL Server or Oracle.

4. QUALIFICATION REQUIREMENTS: Competitive qualification requirements for this position are from OPM X-118 Handbook:

GS-11 requires 1 year of specialized experience equivalent to at least GS-09 or 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

TO BE CREDITABLE XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

Specialized Experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skill, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

Education may be substituted for experience.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Ability to research and analyze data.
- b. Ability to communicate orally and in writing.
- c. Skill in organizing work in a logical sequence.
- d. Knowledge of computer programming techniques.
- e. Skill in evaluating and making recommendations for automated data processing programs and equipment.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED*

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.